

## **INFORMATION SHEET FOR 2009 DISMANTLER LICENSES**

**NOVEMBER 1, 2008** is the deadline to submit your renewal application for Automotive Dismantler and Parts Recycler licenses for 2009.

Renewal application fees are \$200.00 and \$100.00 for each additional location. Any renewal applications received in this office postmarked after **December 31, 2008**, will be assessed a \$100.00 late penalty per dismantler's license. Any change that occurs on a dismantler license regarding ownership, partnership, corporation, name or address change will be assessed a \$100.00 fee. **Salesman application fee is \$25.00.**

**Please be patient!** The office will no longer be able to issue licenses to dismantlers that walk in. **No 2009 dismantler codes will be given out over the telephone.**

Beginning November 1, the Administrative Coordinator 3 will no longer be accepting telephone calls. Please feel free to leave your name and telephone number on their voice mail; your calls will be returned in the order they are received. Please leave only **ONE** voicemail. You will receive your licenses or a sendback letter requesting additional information.

### **SUBMIT THE FOLLOWING ITEMS:**

1. Applications - completed, signed, notarized and returned by the dealer. **Applications will not be accepted from insurance companies or title companies.**
2. **Telephones must be listed in business name. NO CELLULAR PHONES.**
3. Remit appropriate fees - **Please submit one check for all application fees.** Cash, check, cashier's check or money order only. Credit cards will be accepted for online renewals only (see page titled "Online Renewal Instructions").

Incomplete paperwork will delay the issuance of your licenses. Please submit **ALL** necessary documents at one time.

Paperwork is processed in the order in which it is received.